

Welsh IG Toolkit

IG Action Plan

PECYN CYMORTH LLYWODRAETHU GWYBODAETH CYMRU
WELSH INFORMATION GOVERNANCE TOOLKIT



Introduction

This document will give you a step-by-step guide on how as an organisation you can put your own action plan together on the platform itself. Utilising this gives you the opportunity to set your organisation targets and to make necessary improvements for the future.

Step 1:

Once you are logged, enter the IG Toolkit form and select the relevant assessment, scroll down to the bottom of the page to see the action plan tab and open the arrow.

> IG Action Plan

Inserting your priorities will enable you to generate your IG Action Plan.



Step 2:

Once opened you will see the action plan broken down in to four quarters with tiles for priorities.

∨ IG Action Plan

Inserting your priorities will enable you to generate your IG Action Plan.

Quarter 1

Priority One (Q1)

Quarter 2

Priority One (Q2)

Quarter 3

Priority One (Q3)

Quarter 4

Priority One (Q4)

Priority Two (Q1)

Priority Two (Q2)

Priority Two (Q3)

Priority Two (Q4)

Priority Three (Q1)

Priority Three (Q2)

Priority Three (Q3)

Priority Three (Q4)



Step 3:

You can then start typing in your comments into any of the text boxes. Priorities may be improvements you want or need to make as an organisation in order to meet the requirements, or reminders, such as the need to review a document at a specific point of time throughout the year.

IG Action Plan

Inserting your priorities will enable you to generate your IG Action Plan.

Quarter 1

Priority One (Q1)

The document for making sure that records containing personal data are accurate, adequate and not excessive requires reviewing before the end of August 2023.

Quarter 2

Priority One (Q2)

To review the way the organisation provides training for all staff in the management of all records - To make this part of the starters process.

Quarter 3

Priority One (Q3)

Quarter 4

Priority One (Q4)

Priority Two (Q1)

Priority Two (Q2)

Priority Two (Q3)

Priority Two (Q4)

You can utilise the Action Plan Report with notes on such areas, examples below:

- Documents that may need editing or reviewing.
- Review Staff Training Record
- Implement new ideas on improvements you can make in certain aspects within the organisation.

Step 4

There is also an area to input any additional notes at the bottom of the action plan. This can be utilised to expand upon your priorities or detail any reminders for the organisation. Any notes detailed here will be visible on your action plan.

Notepad

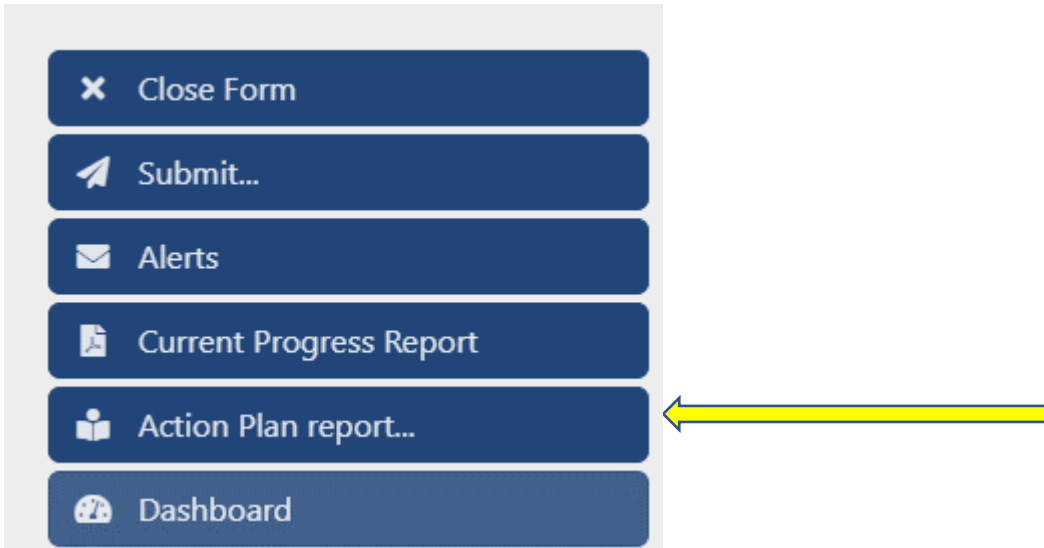
Test





Step 5

You can view your collated action plan report or download it as a PDF. You can do this in two different ways.

From the Dashboard: Click Action Plan Report to view your collated action plan on screen. Select download PDF in the modal to print or save your report.



From the Forms page: Following submission, click the Launch Button followed by Reports, to access the organisation's action plan at the time of each IG Toolkit submission.

Welsh Information Governance Toolkit	WIGTK GP Demo Organisation	31-Mar-2024	N/A	In progress	100%	13 hours ago	 View...  Reports
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